

**CONTINUING EDUCATION COURSE TOPIC GUIDELINES**  
**FOR BOTTLED WATER, WATER DISTRIBUTION AND WATER TREATMENT OPERATORS**  
 Approved February 18, 2010

Continuing Education Topics	Approved for Bottled Water, Water Distribution and Water Treatment Operators
<b>General</b>	
Basic Computers	X
Basic Electricity for Operators	X
Basic Hydraulics	X
Geographic Info Systems (GIS)	X
Math for Operators	X
Water Chemistry	X
Water Microbiology	X
<b>Safety</b>	
Back Injury Prevention	NOT APPROVED
Backhoe or Forklift Operator	NOT APPROVED
Chlorine Safety	X
Confined Space	X
Electrical Hazards	X
Ergonomics	NOT APPROVED
Excavations/Trenching/Shoring	X
First-Aid/CPR	NOT APPROVED
Hazard Communication/Right-to-Know	X
Lab Safety - (example: eyewash stations, MSDS, HAZCOM training)	NOT APPROVED
Lockout/Tagout	X
Personal Protective Equipment/Respiratory Protection	X
Safe Handling of Chemicals and Materials	X
Slips, Trips and Falls	NOT APPROVED
Spill Response	X
Traffic Control/Work Zone Safety	NOT APPROVED
Water & Blood-borne Pathogens	X
<b>O &amp; M Equipment</b>	
Aeration Equipment	X
Belt Filter Presses	X
Blowers and Compressors	X
Booster Pumping Stations	X
Centrifuges	NOT APPROVED
Chemical Storage/Feed Systems	X
Cross Connection/Backflow Prevention Equipment	X
Electrical Controls/SCADA	X
Flow Monitoring & Level Sensing Equipment	X
Generators/Switchgear	X
Hydraulic and Pneumatic Equipment	X
Instrumentation	X
Leak Detection	X
Cathodic Protection	X
Mechanical Process Equipment	X
Mixers	X
Motor Control Centers	X
Motors/Engines/Drives	X
Pipe, Valves, Fittings	X
Programmable Logic Controllers	X
Pumping/Lift Stations	X
Pumps	X
Stand-by/Aux/Support Equipment	X
Variable Freq Drives	X
<b>Water Treatment Process/Quality Control</b>	
Adsorption Processes	X

Aeration Equipment	X
Algae Control	X
Aquifer Storage & Recovery	X
Arsenic removal	X
Bacteriological Sampling Procedures	X
Basic Knowledge of Groundwater Treatment	X
Basic Knowledge of Water Treatment	X
Cation Exchange Softening	X
Chemical Precipitation Softening	X
Chemical Storage & Handling	X
Chemical Treatment	X
Coagulation & Flocculation	X
Corrosion Control	X
Cross Connection/Backflow Prevention	X
Disinfecting Water Storage Vessels	X
Drinking Water Disinfection	X
Drinking Water Standards and Rules	X
Filtration	X
Flow Measurement: Open Channel & Pipe	X
Fluoridation	X
Groundwater Basics/Aquifers	X
Intake Structures	X
Iron & Manganese Removal	X
Jar Testing	X
Membrane Processes: Filtration Modes	X
Metering	X
Nitrate Removal	X
Oxidation	X
Pesticide & Herbicide Reduction	X
Plant & Distribution Storage	X
Point of Use/Point of Entry Devices	X
Process Optimization & Upgrade	X
Residuals Disposal	X
Sampling & Lab Analysis	X
Sedimentation/Clarification	X
Surface Water Treatment	X
Taste & Odor Control	X
Water Source Treatment & Characteristics	X
Well Maintenance & Rehab	X
Well Operation (yield, drawdown)	X
Zebra Mussel Control	X
<b>Distribution Process/Quality Control</b>	
Aquifer Storage & Recovery	X
Chlorination	X
Corrosion Control	X
Cross Connection/Backflow	X
Dechlorination	X
Distribution Systems	X
Drinking Water Standards and Rules	X
Fire Flow Testing	X
Flushing, Pigging, and Swabbing	X
Groundwater Basics/Aquifers	X
Hydrants, Valves, Exercising Programs	X
Leak Detection/Water Audits	X
Mapping, Locating, Tracer wire	X
Metering	X
New Main & Repair Disinfection	X
Sampling & Lab Analysis	X
Service Line & Curb Box Maintenance	X
Service Line Thawing	X
Storage	X

Trenchless Construction: Pipe Bursting	X
Water Source Characteristics	X
Well Maintenance Rehabilitation	X
Well Operation (yield, drawdown)	X
Wellhead/Source Water Protection	X
<b>Administration/Management</b>	
Capacity, Management, O & M for Separate Systems	X
Compliance	X
Construction Inspection/Documentation/Design Build	X
Community/Public Relations/Compliant Response	X
Design Manual Development (SOPs and BMPs)	X
Emergency Response Planning & Security Training	X
Energy Efficiency/Energy Conservation at W/WW Facilities	X
Federal & State Financing Programs	NOT APPROVED
Finance, Budget, Rate Setting	NOT APPROVED
Health & Safety Program Implementation	NOT APPROVED
Legal Issues for W/WW Utilities	NOT APPROVED
Records & Reports: Monitoring/Reporting/Records Management	X
Planning/Organization/Project Management	X
Plant Optimization: Continue Process Improvement/Sustainability/Asset Management/Statistical Process Control Techniques	X
Private Property Issues/Service Laterals	X
Problem Solving/Troubleshooting/Decision Making	X
Regs (CWA/SDWA, State & Local such as Operator Certification Requirements), NPDES Permit Requirements	X
Right-of-Way Management/Maintenance	NOT APPROVED
Risk Management	NOT APPROVED
Sanitary Surveys/Plant/System Inspections	X
Sewer Use Ordinances & Moratoriums	NOT APPROVED
SSO/CSO Reduction/Elimination (SSO/CSO)	NOT APPROVED
Supervision & Personnel Management/Communication Skills	X
Surface Water/Groundwater/Watershed Protection	X
Training/Teaching Skills	NOT APPROVED
Water Conservation	X